

Storyboard

Entering a Permanency Plan Ratification Hearing and Order

This storyboard demonstrates how to enter Permanency Plan Ratification Hearing and Order.

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Entering a Permanency Plan Ratification Hearing and Order

Permanency Plan Ratification is entered as a Hearing and a Court Order. The Hearing must be entered before the Court Order. The Order or Ratification must be linked to the Hearing. Failure to do so will result in the child being listed on a report stating this has not been done. The Court Order would have to be marked in error then linked once the Hearing is entered.

Locating the Hearing and the Court Order

1. From the **Workload** screen, click **Select** for the appropriate family case, the **Case Overview** screen displays

Home	Intake	Case	Resou	ce	Financial		Administration		
			Workload		Desktop	Calendar	Approvals		
Initial Action: Select an action	vi v	iew: Norkload View 🔻				Ap	oprovals (0) My Work (0)	1 0	
Pe		Viewing for Pe					Reassign	End	
Supervises		Туре	▼ ID	T Nam	me 🍸	Assignment Role 🛛 🔻	ICPC Review Status		
		 Ongoing Case 	155	Mo		SS Custody Worker		4-5	
		a Ongoing Case	28698	Cofi	9	SS Custody Worker			
		Select Recordings	Case Stat Case Stat	us: Open us Date: 06/	/24/2021	Organization: Smoky	Mountain Region		
		8							

2. Click Court in the blue left navigation bar. The Case Members Legal History screen displays

ноте	Іптаке	Case Resource		Financi	ai	Administration		
Case Overview	Case Members Leg	al History	Case Court Actions				<u>help</u>	
ASFA Review	Case ID: 2		Case Name: Cof	Case Statu	is: Open	Organization: Smo	ky Mountain Region	
Forms/Notices Checklist								
Investigations Linked	Case Members							
Investigations Linked	Case Member		Current/Last Legal Status	Effective Date	End Date	Viev	v History	
Immediate Protection Agreement	В	DCS Custo	dy - Court Ordered	09/11/2002	10/30/2002	Legal Status	Court Action	
Child Care Assistance Program Referral	С	DCS Custo	dy - Emergency	01/26/2023		Legal Status	Court Action	
Court Removal Records	Close							

3. Click Case Court Actions tab, the Case Court Actions screen displays

Home	Intake	Case	Res	ource	Financial		Adm	inistration	
				Overv	riew E	Due Process	PI	acement Referral	
				-				help	
Case Overview Case Recording	Case Members L	egal History Cas	e Court Actions						
ASFA Review	Case ID: 28		Case Name: Cof		Case Status: Open Organization:			oky Mountain Region	
Checklist	Court Action Cate	earch Criteria	~						
Investigations Linked Immediate Protection Agreement	Action Concerning: From:		~		To:				
Child Care Assistance Program Referral	Sort Results By:	Mappi	ng Default 🗸 🗸	•		Include	e Marked In Error		
Court	Search Clear Form	1							
Removal Records Placement Referral	Court Actions H	story							
Individual Program Plan	Result(s) 1 - 4 of 4	Action Date	Action Category	Action Type	Court Docket	#	Action Concerning	Page 1 of 1 Additional Info	
Classification PreDisposition Report	select amend	ction 12/07/2021	Pleading Petition	Termination of Parental Ri	ghts J-1750	Cof			
Delinquency Information	select link court a	uction 08/23/2022	Court Order	TPR Order	J-1750	Col			
Special Caution Alert	select link court a	ction 01/26/2023	Court Order	Custody Removal (Initial)		Co			
Non-Custody Incident Reports	select amend	oction 05/23/2024	Pleading Petition	Termination of Parental Ri	ghts 2023-JV-4-TPR	Col			
ICPC/ICI	Action Category	Mapping Defaul		Add Action					
IL Program Eligibility and Service Referral	Cloco								

- 4. Click Search; the Court Actions History grid displays
- 5. If the Court Order has been entered, but not the Hearing
 - a. Click select on the row of the Court Order, the Court Order Details screen displays
 - b. Check Order has been Marked in Error box at the bottom of the screen
 - c. Click Apply
 - d. Click **Close**, the **Case Court Actions** screen displays. The **Marked in Error Court Order** is no longer listed
- 6. If the **Hearing** has been entered, but not the **Court Order**, skip the "**Entering the Hearing**" section of this storyboard

Entering the Hearing

- 1. In Action Category, select Create Hearing from the drop-down
- 2. Click the Add Action button; the Hearing screen displays

- TD: 2	Cours No.	- Coff	Come Chalum	0.000	Operation Conclus Mountain Region
se ID: 2	Case Nam	e: Com	Case Status:	Open	Organization: Smoky Mountain Region
ring Court Informati	on				
ring information					
t Docket #:		Created:			Last Modified:
ring Type: *	Permanency Plan R	atification Date Orde	r Filed With Court Clerk:	10/02/2024	
aring Segment(s)	[1011010] 1011			10/04/2021	
Hearing Begin Dat	e Hearing End Date	Marked in Error	Was ORTP reviewed by Court	t/Judge?	Did Court/Judge approve the ORTP setting?
	That hig Life Duce.			,	and and any approve the dirt actual.
dd Hearing Segment					
aring Concerning Child(ren)				
aring concerning ennu	,	Case Members			Hearing Concerning Child(ren)
	Cof		^ Add >	Coffe	
			< Remove		
	Cot				
	Cot Roe Roe				
	Cot Roc Roc Roc				
	Cot Ros Ros Ros		v		
4arked In Error:	Cot Roc Roc Marked By: Error Date:		v		

- 3. Enter **Court Docket #** (if this information is used by your Court)
- 4. For Hearing Type, select Permanency Plan Ratification from the drop-down

5. Enter Date Order Filed with Court Clerk

Note: skip Add Hearing Segment section for now

- 6. Select Hearing Concerning Child(ren) and click Add> button
- 7. Click Apply. Disregard error message concerning county and court
- 8. Click **Court Information**, the **Court Information** screen displays

case > workload >	Court				
Case Header Case ID: 28	Case Name: C	off	Case State	us: Open	Organization: Smoky Mountain Region
Hearing Court	Information				
County:*	Claiborne 🗸	Out Of Stat	re		
Court:*	Claiborne County Juvenile Court v				
Judge Name:	Ayers, Joseph v				
Court Address:	173 PO BOX				
City:	TAZEWELL				
State:	lennessee	Zip Code:	37879		
Representative					
Type:	~	Name:	Person Search	Represents:	×
Add					
	Representative Type		Name		Represents
Apply Save Canc	a				

- 9. Enter County
- 10. Enter Court
- 11. Enter Judge Name
- 12. In the **Representative** grid, select **Type**
- 13. For **Representative>Name** click **Add**; More representatives can be added
- 14. Click Apply- Disregard error concerning Hearing Segment
- 15. Click Hearing tab, the Hearing screen displays

Adding the Hearing Segment

1. Click the Add Hearing Segment box, the Hearing Segment Details screen displays

Case ID; 2	Case Name: Cof	Ca	e Status: Open	Organization: Smoky Mountain Re	egion
Hearing Segment Details		Created:		Last Modified:	10/14/2024
Hearing Begin Date: * Was ORTP reviewed by Court/Judge?		Hearing End Date: Did Court/Judge approve the ORTP setting?			
arrative:	Spell Check Clear 5000				
Court Hearing Attendees					
DCS Representative:		Person Search Clear			
	Non A	Attendees		Attendees	
Case Members:	Cα Cα Hα Rα Rα	~	Add > < Remove		
Others in Attendance:	Spell Check Clear 200				
] Hearing Segment has been Marke	d in Error				
Cancel					

- 2. Enter Hearing Begin Date
- 3. Enter Hearing End Date

- 4. Add Narrative, as needed
- 5. For DCS Representative, click Person Search, locate, and "choose" a person
- 6. For Case Members, select persons from the Non-Attendees box and click the Add> button
- 7. Add Others in Attendance, as needed
- 8. Click **OK**, the **Hearing Information** screen displays with the **Hearing Segment** listed

	Ca	se Name: C	of			Case Status:	Open		Organization: Smoky Mounta	n Region
tion										
				Created:					Last Modified:	
	Permanen	cy Plan Ratific	ation 🖌	Date Order I	iled With Court	Clerk:	10/02/2024			
Date	Hearing E	nd Date	Markee	d in Error	Was QRTP	reviewed by Cou	rt/Judge?		Did Court/Judge approve the Q	RTP setting?
l(ren)									United Committee Child (con)	
		Case	e Members		0	Add >			Hearing Concerning Child(ren)	
Cot						Add	Coff			
Hol						< Remove				
Hel										
Cof					~					
,	Marked By:	Error								
	tion Date I(ren) Cof Cof Hei Hei Cof	Cof Cof Cof Cof Cof Cof Cof Cof Cof Cof	Case Name: C	Case Name: Cof	Case Name: Cof tion Created: Permanency Plan Ratification Date Order F Date Hearing End Date Marked in Error 10/02/2024 No ((ren) Case Members Cof Cof Cof Cof HeI	Case Name: Cof ition Created: Permanency Plan Ratification → Date Hearing End Date Marked in Error Was QRTP 10/02/2024 No	Case Name: Col Case Status: tion Created: Permanency Plan Ratification ▼ Date Order Filed With Court Clerk: Date Hearing End Date 10/02/2024 No	Case Name: Cof Case Status: Open tion Created: Permanency Plan Ratification ▼ Date Order Filed With Court Clerk: 10/02/2024 Date Hearing End Date Marked in Error 10/02/2024 No	Case Name: Cof Case Status: Open Coreated: Created: Permanency Plan Ratification ▼ Date Order Filed With Court Clerk: 10/02/2024 ■ Date Hearing End Date Marked in Error Un/02/2024 No	Case Name: Cof Case Status: Open Organization: Stricky Mountal ibin Image: Created: Last Modified: Permanency Plan Ratification Image: Date Order Filed With Court Clerk: 10/02/2024 Image: Did Court/Judge approve the Q Date: Hearing End Date: Marked in Error Was QRTP reviewed by Court/Judge? Did Court/Judge approve the Q 10/02/2024 No Image: Case Members Hearing Concerning Child(ren) Cof Image: Case Members Coff

9. Click Save, the Case Court Actions screen displays

Case Overview	Your	data has b	een sav	ed.							close confirmation
ASFA Review Forms/Notices Checklist	Case Case	Members Header ID: 28	Legal I	History Case	e Court Actions Case Name: Cof		Case Status: Op	en	Organization: Sm	oky Mour	ntain Region
Investigations Linked Immediate Protection Agreement Child Care Assistance Program Referral	Court Action From	t Actions Action Cate Concerning	Search gory: g:	Criteria	× ×		To:				
Court Removal Records Placement. Referral	Sort Searc	Sort Results By: Mapping Default Include Marked In Error Earch Clear Form									
Individual Program Plan Classification ProDisposition Report	Resu	t Actions	History 5	Action Date	Action Category	Action Type	Court Docket #		Action Concerning		Page 1 of 1 Additional Info
Delinguency Information Special Caution Alert	ame	t <u>link cour</u>	action	12/07/2021	Pleading Petition	Termination of Parental Rights	J-1750	Col			
Non-Custody Incident Reports	sele	t <u>link.cour</u>	t action	08/23/2022	Court Order	TPR Order Custody Removal (Initial)	J-1750	Coff			
ICPC/ICJ IL Program Eligibility and Service Referral	ame	t link cour	t action	05/23/2024	Pleading Petition Hearing	Termination of Parental Rights Permanency Plan Ratification	2023-JV-4-TPR	Co			
Relative Caregiver Transitional Survey	Actio	n Category		Create Hearing	×	Add Action					
Adoption Case Closure	Close										

Linking the Court Order

 Click <u>link court action</u> on the row of the **Permanency Plan Ratification** court action, the **Hearing** Information screen displays

1 10002 1

Case > Workload > Court > Hea	ring Information					<u>hel</u>
Case Header Case ID: 2	Cas	e Name: Coff	Case S	Status: Open	Organization: Smoky M	ountain Region
Hearing Court Information	'n					
Court Docket #:			Created:	10/14/2024	Last Modified:	10/14/2024
Hearing Type: *	Permanency	Plan Ratification V	Date Order Filed With Court Clerk:	10/02/2024		
-Hearing Segment(s)						
Hearing Begin Da	ite Hearing En	d Date Marked in E	rror Was QRTP reviewed	by Court/Judge?	Did Court/Judge approve	the QRTP setting?
select 10/02/2024	10/02/2024	No				
-Hearing Concerning Child(en)	Case Members			Hearing Concerning Chile	d(ren)
	Coff	Case Members	^	Cofi		^
	Coff					
	Helt					
	Coff		~			~
Marked Error Marked By: Date: In Error:						
Link Court Action:	~	Add Action	View Linked Action	<u>15</u>		
GIUSE						

2. In Link Court Action drop-down, select Order

3. Click the Add Action button, the Court Order Details screen displays

Case > Workload > Court				
Case Header Case ID: 2	Case Name: Coff		Case Status: Open	Organization: Smoky Mountain Region
Court Order Detail: Court / Attorney Info				
Court Docket #			Court Order and Other Types: *	Ratification of Permanency Plan (1st 60 days) V
Court Order Concerning*	Case Members			Person(s)
Bur Cof Cof Cof		~	Add > Coff	
Date Order Signed: + * Date Order Received By DCS:	10/02/2	024	Certified Copy Received:	
Was QRTP reviewed by Court/Judge? Special Court Instructions:	×		Did Court/Judge approve the QRTP setting?	v
Spell Check Clear 4000				
Adjudication / Finding				
Add Adjudication / Finding	hild	Adjudication	Adjudication Date	Finding Finding Date
el enal Status				
Child	l	egal Status	Effective Date	End Date
Order has been Marked in Error		Marked By:	e	irror Date:
Apply Save Cancel				

Entering Court Order Details

- 1. Enter Court Docket #, as needed
- 2. For Court Order Type, select Ratification of Permanency Plan (1st 60 days)
- 3. For **Court Order Concerning** select person(s) from the Case Members box and click **Add>**, the selected person(s) are moved to the Person(s) box
- 4. For Date Order Signed, enter the Court Date
- 5. Enter Date Order Received by DCS
- 6. Enter Special Court Instructions, as needed

7. Click **Apply**.

Entering the Adjudication/Finding

1. Click the Add Adjudication/Finding button, the Adjudication/Finding screen displays

Case > Workload > Court				
Case Header Case ID: 28	Case Name: Cof		Case Status: Open	Organization: Smoky Mountain Region
Adjudication / Court Findings Details				
Adjudication Information	Dependent/Neglect v	Adjudication Date :		10/04/2024
Finding:" Reasonable Efforts Order	r v	Finding Date:*	10/04/2024	
Spell Check Clear 300				
ASFA Court Order Language A. Reasonable Efforts are being made to achi B. Reasonable Efforts are not being made	eve permanency		Yes v No v	
C. Reasonable Efforts are NOT required Reason:	٣		Yes	
Andre Te				
Ok Cancel				

- 2. Select Person Concerning
- 3. Only enter Adjudication Type and Date if there was an Adjudication change made in this Order
- 4. For Finding, select Reasonable Efforts Order from the drop-down
- 5. For **Finding Date**, enter the hearing date
- 6. Answer the ASFA Court Order Language questions
- 7. Click OK, the Court Order Details screen displays

Case > Workload > Court					
Case Header	Face Names Colf	Case State		Operations Conclus Mountain Region	
Case 10, 20	Case Hame: Com	Case state	a. open	organization: Shoky Hourtain Region	
Court Order Details Curt / Attorney Info					
Cour Docket #		Court Order and Other Ty	pes: Ratification of I	Permanency Plan (1st 60 days) ×	
	Case Members			Person(s)	
Bu Cc Cc Cc		∧ Add> <remove< td=""><td>C0</td><td></td><td>• •</td></remove<>	C0		• •
Date Order Signed: + *	10/02/2024				
Date Order Received By DCS:	10/04/2024	Certified Copy Rec	eived:		
Was QRTP reviewed by Court/Judge?	×	Did Court/Judge ap	prove the QRTP setting?	×	
Special Court Instructions:					
Spell Check Clear 4000					
Adjudication / Finding					
Chile	Adjudication	Adjudication Date	n	nding	Finding Date
2222 00	Dependent/Neglect	10/04/2024	Reasonable Efforts Order	10/04/2024	
Add Adjudication / Finding					
- Legal Status		<i>su</i>		2 10 1	
Child	Legal Status	Life	ctive Date	End Date	
Add Legal Status					
Order has been Marked in Error	Ма	rked By:	Error Date:		
Freedom Connect					

8. Click Save, the Case Court Actions screen displays

Home				Case								
							Overview	Due Process		Pla		1
												l hele
Case Diverview Case Recording ASFR Recording ASFR Recording EarmaClustices Checklist		Case Mem Case Hea Case II	bers Legal History der 9: 28	Case Court Acti	ons Case Name: Co		Car	se Status: Open		Organization: Smoky M	Iountain Regior	
		Court Acti Court Actio	ions Search Criteria n Category:	a	×							
Investigations Linked Immediate Protection Agreement Child Care Assistance Program Referral		Action Con From:	erning:		×			To:				
Child Care Assistance Providin Referra		Sort Result	s By:	Date (Descending) v			Include	Marked In Error			
<u>Court</u> <u>Removal Records</u>	Ē	Search	ear Form									
Placement Referral		Court Acti	ions History									
Individual Prooram Flan Classification PreDisocation Recert Ratinsuancy Information Seecial Caution Alert		Result(s) 1	- 6 of 6									Page 1 of 1
			link court action	Action Date	Action Category	Action T	ype	Court Docket #	201	Action Concerning	_	Additional Info
		select	link court action	10/02/2024	Court Order	Ratification of Permanency Plan (1s)	t 60 days)		Col			
		select amend	link court action	05/23/2024	Pleading Petition	Termination of Parental Rights		2023-7V-4-TPR	Dof			
Non-Custody Incident Reports ICPC/ICJ IL Program Elioibility and Service Referral Relative Caregiver		select	link court action	01/26/2023	Court Order	Custody Removal (Initial)			Cof			
		select	link court action	08/23/2022	Court Order	TPR Order		3-1750	Cof			
		select amend	link court action	12/07/2021	Pleading Petition	Termination of Parental Rights		3-1750	Bur			
Transitional Survey Adoption		Action Cate	gory	Create Hearing	×	Add Action						
Case Closure												

9. In Sort Results By, select Date (Decending) and click Search to see both the Hearing and the Court Order.

"You have completed this storyboard."